



**SWAMI VIVEKANAND NATIONAL INSTITUTE OF  
REHABILITATION TRAINING AND RESEARCH**

(Ministry of Social Justice & Empowerment,  
Department of Empowerment of Persons with Disabilities, Govt. of India)  
OLATPUR, P.O: BAIROI, DIST: CUTTACK (ODISHA) Pin: 754010.  
Website: www.svnirtar.nic.in, E-mail: nirtar@nic.in & svnirtar@gmail.com

Ref.: SVNIRTAR/ International Manual Therapy Conference

Date: 22.12.2025

**NOTICE INVITING TENDER**

For Event Management including stage, ramp, audio visual Equipments, furniture, lighting arrangements, photography, videography etc. for the International Manual Therapy Conference at AIIMS, BBSR scheduled to be held on 8<sup>th</sup> to 11<sup>th</sup> Jan-2026.

Name of work	Last Date and time of submission of Tender	Date and time of opening of Technical Bid
Event Management including stage, ramp, audio visual Equipments, furniture, lighting arrangements, photography, videography etc. for the International Manual Therapy Conference at AIIMS, BBSR scheduled to be held on 8 <sup>th</sup> to 11 <sup>th</sup> Jan-2026.	29.12.2025 12:00 hrs	29.12.2025 12:30 hrs

Quotations are invited from Event Organizers possessing valid GST registration, who have executed similar works for other Government departments/ Public sectors/ reputed Organizations, for execution of the above work so as to complete the same within specified time period.

Interested parties may download the tender paper from Institute website and send/submit their bids super-scribing as “Tender for Event Management for the IMTC” addressed to The Director, SVNIRTAR, through Speed Post/Registered Post/Courier/Drop the same inside the tender box available in the Administrative office of SVNIRTAR on or before the last date and time for submission of tender.

The undersigned reserves the right to reject any or all the tender without assigning any reason thereof.

Sd/-  
Director  
SVNIRTAR, Olatpur



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### GENERAL INSTRUCTIONS AND TERMS AND CONDITIONS

1. Price to be filled up in the prescribed format at **Schedule-A** clearly both in figures as well as in words (wherever asked so). Any ambiguity in quoting the rates shall disqualify the bidder.
2. Bidders are requested to visit the sites, check the present conditions, and understand the requirements properly before quoting the rates.
3. The rates are to be quoted in Indian currency only. The rates and taxes etc. will remain unchanged throughout the contract period.
4. Quotation must accompany the following documents:
  - a) Copy of valid GSTIN
  - b) Proof of experience in event management/ audio-visual setup/ tent house arrangement for meetings/ conferences and related activities.
  - c) Proof of minimum turnover of Rs. 50,00,000/- (Rupees Fifty Lakh only) during the last financial year (2024 – 25).
5. All the items mentioned in the BOQ are to be supplied/ fabricated/ arranged by the Event Organizer on rental basis, for using them during the event. After the event all the materials shall be taken back by the Event Organizer.
6. SVNIRTAR would award the contract either for all the items or some of the items mentioned in the BOQ. The requirements/ quantities may be altered by SVNIRTAR, as and when required depending upon the situation.
7. No residential accommodation can be provided to the Event Organizer or his team of workers during execution of work.
8. The standards, specifications and safety norms are to be maintained by the Event Organizer, as per respective Government rules/ notifications.
9. The Event Organizer shall use own tools, equipments etc. as required for the execution of work.
10. The Event Organizer is responsible for due compliance of laws/ norms relating to safety during execution of work. The entire risk and responsibility pertaining to this contract regarding the safety & security of men, materials & machine shall rest on the Event Organizer.
11. The contract shall be covered by Contract Labour (Regulation and abolition) Act 1970 and Contract Labour (Regulation and abolition) Central Rule 1971 with all amendments.
12. In case of breach of any laws, acts, rules mentioned above or any terms of contract mentioned herein, the contract shall be cancelled automatically.
13. The Event Organizer must provide sufficient and competent workforce to install & operate the equipments and execute the contract in all respect.
14. The Event Organizer shall execute the contract through own workforce. Sub-contracting will not be allowed.
15. All work shall be executed in consultation with and as per instructions of Officers-in-charge. All equipments/ materials/ design/ quality/ performance etc. shall be got approved by Officers-in-charge before using them during the event.

16. Officer-in-charge shall have the right to stop the execution of work at any stage or time, if the quality of work is found inferior, if the progress of work slower or if the work is not executed as per specifications / instructions of Officer-in-charge.
17. The Event Organizer shall not cause any damage to the work, nor shall hinder other service providers' work. The cost of any damage done by the Event Organizer to the existing infrastructure of the Institute or other service providers' works shall be borne by the defaulter with additional penalty as decided by the Director, SVNIRTAR.
18. Upon award of contract the Event Organizer shall submit designs and execution plan and get all of them approved by the Officer-in-charge before going for fabrication and erection. If needed, the Event Organizer shall submit multiple options for design of stage and other arrangements etc.
19. After the event, edited video of the entire event shall be submitted in MP4 or any other popular video format with HD or higher resolution.
20. During the event, scattered cables shall be avoided. Cables shall be laid in bunches and covered properly so that movement of persons with disability, wheelchair bound patients and guests is not hindered.
21. All arrangements have to be completed one day prior to the event date, so that rehearsal/ mock-up practice can be conducted before the actual function.
22. In case the date of event is modified, the same shall be intimated well in advance and accordingly the date of rehearsal shall be on the previous day.
23. Execution of works including fabrication, installation, connections, setup and testing etc. (as per work order) is the entire responsibility of the Event Organizer. No extension of time shall be allowed for the completion of work. Penalty of 2% of value of contract shall be levied for every hour or part thereof towards delay in completion of work, subject to a maximum deduction of 50% of value of contract.
24. Payment shall be released approximately within 15 days after satisfactory execution of work, as per terms of contract and submission of bill. Taxes/ duties, as applicable, shall be deducted at source.
25. The quantities of items mentioned in BOQ are approximate quantities. The quantities actually required at site may vary. Payment shall be made as per actual quantities of items/ works executed at site.
26. In case the Event Organizer commits any breach of contract, the Institute may at any time by Notice in writing summarily terminate the contract without compensation to the Event Organizer for any reason.
23. DISPUTES & ARBITRATION:
  - a) All the disputes relating to the meaning and instructions under this contract herein before mentioned shall be referred to the High Court of Odisha, Cuttack and any decision in this regard would be final for both the parties.
  - b) Director of Swami Vivekanand National Institute of Rehabilitation Training & Research (SVNIRTAR) reserves the right to cancel or reject any one or all the offers without assigning any reason thereof.

Sd/-

Director

The bidder has to sign below as a token of acceptance of the above terms and conditions.

Authorized signatory with seal and date:

Name of bidder/ firm with complete postal address:

### **SCHEDULE – A: BOQ: (To be filled up by the bidder)**

Sl. No	Particulars	Size	Qty.	Days	Rate	Amount
<b>A</b>	<b>Setup &amp; Decor</b>					
1	Stage Carpeting (Red New)	50'x30'	1500 sq ft.	04		
2	Pathway Carpeting	NA	1000 sq ft.	04		
3	Backdrop LED Riser	24'x4'x3' (H)	96 sq ft.	04		
4	LED Riser Base-Flex	24'x3'	01 Nos.	04		
5	Stage Wings-Flex	5'x15'	02 Nos.	04		
6	Podium with Logo (Sun board 4'x2')	NA	01 Nos.	04		
7	Welcome board with frame	12'x8'	03 Nos.	04		
8	Standee & flex with frame way board	4'x2'	10 Nos.	04		
9	Retractable Banner Stand	4'x3'	20 Nos.	04		
10	Welcome Gate Main Entrance Flex Gate (12'x3') opening space, 8' height using 3' width panels (with posts, battens and flex printing)	12'x3' (01 Nos.) 8'x3' (02 Nos.)	01 Nos.	04		
11	Selfie Zone with sun board riser	8'x8'	01 Nos.	04		
12	Registration Counter: 1 table with cloth, 2 banquet chairs, Fascia board, Banquet chair	NA	04 Nos.	04		
13	Octanorm stall of aluminum frame with PVC Laminate, Table with cloth, 02 Banquette chair, Light, Fan, 02 nos. Electric socket, Green carpet, Fascia board for Sponsored name, Open roof	3x3 Mtr. (04 Nos.) 4x3 Mtr. (02 Nos.) 5x5 Mtr. (01 Nos.)	07 Nos.	04		
14	Flower Arrangement: Artificial & Original Mix (Stage base, Podium, Welcome gate, Stage table, Diya stand) As Required.	NA	NA	04		
15	Flower Bouquet for Guests As Required.	NA	05 Nos. 20 Nos. (Small)	04		
<b>B</b>	<b>AV Equipments</b>					
16	LED Wall with all necessary connections As Required.	22'x12'	01 Nos.	04		
17	LED TV with all necessary connections As Required.	50"	01 Nos.	04		
18	Camera Switcher, HDMI Cable, Electric Extension Cord As Required.	NA	01 Set	04		
19	Laptop	NA	02 Nos.	04		
20	4k Videography with Professional Camera.	NA	03 Nos.	04		
21	Photography with Professional Still Camera.	NA	02 Nos.	04		
22	JBL/ Peavey/ Yamaha/ Sennheiser or equivalent professional sound equipment including line array, amplifiers, mixers, pre-amps, stage monitors, speakers, microphones (gooseneck and cordless 06 Microphone, collar microphone (02), Mp3 Player (01), 3.5 mm Jack (02) for meeting & cultural programme as suitable for an audience size of 1000 As Required.	NA	01 Set	04		

23	VC arrangement (Laptop, Audio, Internet, Mixer-video switcher, Wireless microphone As Required.	NA	01 Set	04		
24	Lighting arrangement including RGB Palco – 16 Nos. Sharpy – 8 Nos. Blaster machine – 01 No. Smoke gun – 02 Nos. DMX controller with stand and all necessary connections.	NA	01 Set	04		
<b>C</b>	<b>Branding</b>					
25	Graphics designing of Backdrop slides, Flex design, Invitation Card As Required.	NA	NA	04		
<b>D</b>	<b>Tent for Catering</b>					
26	Entrance gate with banner	10'x10'	01 Nos.	04		
27	Walling + upper sealing (kitchen area)	24'x18'	01 Nos.	04		
28	Walling + upper sealing with 10' height (catering area)	70'x20'	01 Nos.	04		
29	Round table with cover	NA	04 Nos.	04		
30	Banquet chair with cover	NA	20 Nos.	04		
31	Square p table with umbrella	NA	04 Nos.	04		
32	Plastic chair	NA	50 Nos.	04		
33	Mat (red) stair case area	06'x30'	01 Nos.	04		
34	Basin with taps (each basin with 02 Nos. tap)	NA	04 Sets	04		
35	Light for catering and kitchen area As Required	NA	04	04		
Total:						
Taxes (if any):						
Grand Total: (in words) ... ..						

Date:

Authorized signatory: